

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: MUSEUM EDUCATOR – AMA

PAY GRADE: P-2

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for oversight of the Education Department of the Museum, design and preparation of materials used in program for all groups.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor’s degree in art, art history, museum studies, education or closely related field is required.
2. Years of experience in field: Two years’ related educational experience is required, museum experience preferred.
3. Special skills or abilities related to field: Knowledge of educational theories and principles. Ability to do research on art and artifacts. Ability to communicate information orally and in writing. Computer literate.

### ESSENTIAL JOB FUNCTIONS:

1. Collaborate with exhibition team to develop interpretive exhibits and related programming for the museum.
2. Supervise the educational functions of the museum.
3. Research, design and coordinate production of educational items such as interpretative gallery handouts, information brochures, and instructional packets for teachers.
4. Recruit, train and supervise docents.
5. Oversee scheduling of groups and school tours, coordinate with other staff for docent support of tours.

ESSENTIAL JOB FUNCTIONS: (continued)

6. Design, plan and implement museum programs, hands-on workshops, and other educational programs for all age groups focusing on the permanent collections and on loaned exhibitions, family activities, and teacher training.
7. Develop target-group specific educational programs.
8. Plan and coordinate educational experiences for museum visitors such as lectures, classes and special programs.
9. Assist in grant writing for support of education-related activities.
10. Coordinate annual student art competitions.
11. Collaborate with other educational entities (public and private schools, colleges and universities) in developing new programs.
12. Collaborate with area teachers in developing lesson plans, instructional units, and supplemental materials utilizing the museum's permanent collections.
13. Provide information to be used on the museum's web site to emphasize various educational programs and opportunities.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Appleton Museum of Art.

SUPERVISOR OF POSITION: Director of Appleton Museum of Art